



CITY OF SAN ANTONIO
HUMAN RESOURCES DEPARTMENT

What to Expect on Exam Day

EXAM DAY GUIDELINES AND REGULATIONS:

1. You must be on the registration list to be admitted into the testing room.
2. When you arrive at the registration room, you must check in. You will need to present valid ID (See last question on FAQ list below) and your printed invitation letter in order to take your test.
3. Once you register and sign in, you will be required to proceed to the testing room and will be assigned a seat.
4. No talking or any other form of communication among candidates is permitted once you enter the testing room.
5. Attempting to gain an unfair advantage by any means is absolutely prohibited and may result in the disqualification of examination results.
6. You are prohibited from reproducing, communicating or transmitting any test content in any form for any purpose and may result in the disqualification of examination results.
7. Unauthorized personal items may not be brought into the test room. Please refer to list of allowed items below. The City of San Antonio is not responsible for lost, stolen or misplaced personal items.
8. Friends or relatives who accompany you to the test are not permitted to wait in the registration or testing rooms and are not allowed to contact you while you are taking the test.
9. You may wish to pace yourself with your own watch, but the test administrator is the official timekeeper. Smartwatches are not permitted.
10. During the test you will have access to restrooms and water fountains, but will not be able to make up any time lost while using them.
11. You may not use your cell phone or other electronic devices during the examination. Such use may result in the disqualification of examination results.
12. You may not exit the testing room during the examination. Once you enter the checkout area you will not be permitted to re-enter the testing area.
13. All materials issued by the exam proctors must be returned at the conclusion of testing.
14. You must conduct yourself in a civil manner while in the registration and testing rooms. Aggressive, disruptive, or uncooperative candidates will be asked to leave and may result in your examination results being disqualified.

<p>The following items will be the <u>only personal items allowed</u> in the test room:</p> <ul style="list-style-type: none"> * Photo identification card * Wallet * Keys * Cell phone (<i>Must be turned off</i>) * Prescription reading glasses * Feminine Products <p>**Any of these items must be placed under your chair for the entire test administration**</p>	<p>Unauthorized personal items that are prohibited in the test room, <u>including, but are not limited to:</u></p> <ul style="list-style-type: none"> * Sunglasses * Hats * Backpacks * Bags * Folders * Purses * Study material * Earplugs * Headphones * Personal pencils/pens * Wireless headsets * Books * Smartwatches * Electronic recording, listening and photographic devices
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FREQUENTLY ASKED QUESTIONS:

Can I bring food/drinks in the testing room?

No food or drinks are allowed in the testing room. The candidate will need to finish or throw away any food or drink before registering. Candidates will be allowed to get water from the water fountain in the testing room.

Will there be a place to check in items not allowed in the testing room?

No, please refer to the list of items allowed in the testing room and leave everything else at home. The City of San Antonio will not be held responsible for items not allowed into the testing room.

Can I save a seat for my friend if we sign in and register at different times?

No, applicants will be seated in the order that they register and enter the testing room.

Can I bring a jacket to the exam?

Yes, but it must be worn or hung on the back of your chair for the entire exam. You will want to dress comfortably and be prepared to adapt if the room temperature changes.

Can I talk with my friend while we wait for the test to begin?

Once you enter the testing room there will be no talking allowed.

Can I leave the testing room once I have signed in, been seated and then reenter to begin the test?

No, once a candidate has registered and entered the testing room, they will not be able to leave the testing room. If a candidate leaves the testing room, they will not be able to reenter to test.

How many people will be taking the test with me?

On average, each time the test is administered, the San Antonio Fire Department tests 1,500 to 2,000 applicants.

When will I receive my score?

Scores will be posted on the Fire Department website in 3 to 4 weeks. Scores will only be announced through the website, so please check the website regularly.

Is there parking available at the Convention Center?

There are multiple parking garages and parking lots near the convention center. Make sure you know how to get to the Convention Center. Please follow this link for directions to the Convention Center and parking information: <http://www.sahbgcc.com/default.asp?sanantonio=46>

What if my contact information has changed since I submitted my application?

There will be a place on the pink lotto card to update any changed information once the test administration has begun.

What if I forgot or misplaced my printed invitation letter?

We will allow candidates to bring up their letter on their cell phones.

What type of identification must I bring to the test center?

We will accept any ID that has a photo and your name printed on it, including but not limited to:

- Driver License (Including temporary licenses)
- State Issued ID Card
- Military ID
- Student ID
- Credit Card (With Photo)
- Employee Badge
- Passport